PIC REG _____

PROCEDURAL MANUAL FOR THE

AUTOMATED TIME AND WORK REPORTING SYSTEM

DATE

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PROCEDURAL MANUAL FOR THE

AUTOMATED TIME AND WORK REPORTING SYSTEM

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PROCEDURAL MANUAL FOR

WORK ACCOUNTING AND REPORTING

FOREWORD

This manual sets forth the procedures to be followed whereby the expenditure of time and work effort by PIC personnel will be systematically recorded in an automated system for reporting purposes.

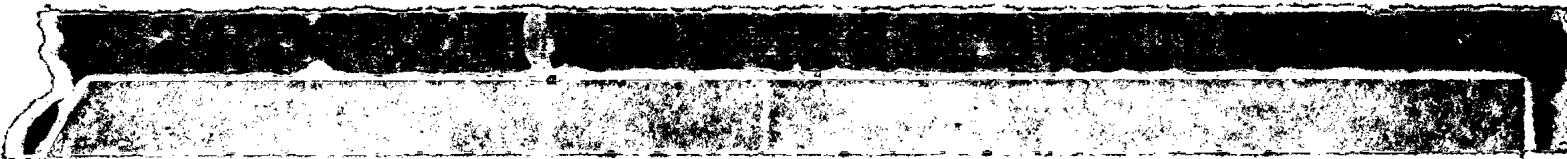ARTHUR C. LUNDAHL
Director
Photographic Intelligence Center

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PROCEDURAL MANUAL FOR THE AUTOMATED TIME AND WORK REPORTING SYSTEM

I. IBM CARDS

1. IBM cards will be prepared and distributed to components of PIC for time and work reporting purposes.

2. The following spaces will be indicated on the IBM cards (See example below).

a. Employee Number

b. Reporting Component

c. Date

d. Project Number

e. Requester

f. Work Categories

g. Time

II. EMPLOYEE NUMBER

The identity of each reporting employee will be indicated on the IBM card by his PIC badge number.

III. REPORTING COMPONENT

The IBM cards for the reporting components will be distributed in quantity to the PIC components. The number and the color of the IBM cards for the PIC components are given in APPENDIX A.

IV. DATE

The date will be entered on the IBM card by the reporting employee by day, month, year, e.g., 20/4/59 (20 April 1959).

V. PROJECT NUMBER

If a work effort is performed for an established project, the project number will be placed in the space provided on the IBM card. If the time is not devoted to a project, then the space will remain blank, and the work effort will represent non-project work. Every effort must be made to credit work effort to the correct project.

VI. REQUESTER

The number of the internal and/or external requester obtained from the list of requesting components (APPENDIX B). Care must be taken to ensure that all work effort is charged against the right requester.

VII. WORK CATEGORIES

1. A comprehensive listing of work categories has been developed for this system. The type of work effort performed by a PIC employee will be indicated by placing the number of the proper work category in the space provided on the IBM card.

2. Work categories are arranged in such a manner that major groupings of work performance can be easily obtained through IBM recall. It will be necessary for the employees to familiarize themselves with this list. While many of the work category terms are self-explanatory, questions which may arise concerning the proper selection of a work category should be referred to the Branch or Division Chief. It is felt, however, that the discussion below will clarify the selection of categories for reporting purposes. It must be borne in mind that the expenditure of time and work effort is first of all charged to the reporting individual and to the component to which he belongs. Secondly, work effort will be indicated by project number when appropriate.

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a. Work category 000 (Preparation, Coordination and Implementation of Policy) will be primarily used by supervisory personnel throughout the Center. Effort performed by individuals in the preparation and coordination of staff studies, notices, directives, regulations, etc., relating to the development and implementation of regulations, policy, plans, etc., would be charged to work category 000.

b. Briefings and consultation will pertain to substantive, non-substantive or security matters and will be recorded under work category 030 (Nonsubstantive Briefings and Consultation), 270 (External Briefings and Debriefings /Security_7), and 460 (Substantive Briefings, Coordination and Consultations). Discussions relating to Research and Development will be charged to category 500 (Equipment Research and Development) or 510 (Technical Research and Analysis).

c. Records maintained for personnel and administrative matters will be charged to category 080 (Records Maintenance and Management). The maintenance and management of files of substantive intelligence materials will be charged to category 480 (Substantive Intelligence and Records Maintenance). The administration or conduct of a training program will be reported as category 180 (Training Administration).

d. Support given by PIC to requesters in the preparation of requirements for substantive PI support will be noted under category 300 (Substantive Requirement Preparation).

e. Effort devoted to the initial handling and evaluation of a requirement to determine whether the requirement can be accepted and established as a project by PIC, the determination of its priority, and its final assignment to a PI Division will be charged to category 310 (Requirement and Project Assignment).

f. Time and effort devoted to the establishment and administration of joint projects will come under category 320 (Joint Project Coordination). Joint Projects Committee work and time will also be indicated under this category. The coordination of substantive PI effort spent on a joint project will come under category 460 (Substantive Briefings, Coordination and Consultations).

g. Liaison and coordination with DPD/DD/P (H Street) is category 370. Time and work effort devoted to the conduct of liaison and coordination not related to a substantive photographic intelligence, administration, or research and development will be charged to category 380. More specifically, this effort would reflect liaison and coordination pertaining to photo collection activities by the military services and DD/P (excluding DPD/DD/P collection efforts).

h. Travel other than that which is associated with courier services and plant tours is under category 390 (Travel).

i. The analysis of photography for the purpose of producing an ODE, a MCS or similar reports is under work category 440 (Photo Scanning). Detailed study of photography for reporting purposes will be recorded under category 440.

j. Time and work effort devoted to the editing of publication drafts, consultation, checking for clarity and consistency and similar efforts pertaining thereto will be identified under category 490 (Editing).

The typing of final mats or finished drafts will come under category 090 and be charged against the appropriate project plus the identification by individual and component.

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APPENDIX A

PIC COMPONENT

Number	Color		PIC Component
01	White	D/PIC	Office of the Director
02	Salmon	AS	Administrative Staff
03	Brown	SS	Security Staff
04	Green	CCS	Coordination Control Staff
05	Pink	PS	Publication Staff
10	Blue	C/MSD	Military Scientific Division, Office of the Chief
11	Salmon	MSD/M	Military Branch, MSD
12	Brown	MSD/S	Scientific Branch, MSD
20	Blue	C/GID	Geographic Industrial Division, Office of the Chief
21	Salmon	GID/E	European USSR and Satellite Branch, GID
22	Brown	GID/A	Asian USSR-China Branch, GID
30	Blue	C/TISD	Technical Intelligence Services Division, Office of the Chief
31	Salmon	TISD/T	Technical Intelligence Branch, TISD
32	Brown	TISD/O	Operations Support Branch, TISD
33	Green	TISD/G	Graphics Analysis Branch, TISD
40	Blue	C/DMD	Data Management Division, Office of the Chief
41	Salmon	DMD/I	Information Branch, DMD
42	Brown	DMD/T	Technical Branch, DMD
43	Green	DMD/S	Support Branch, DMD

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APPENDIX B

REQUESTING COMPONENT

Number		Requesting Component
01	D/PIC	Office of the Director
02	AS	Administrative Staff
03	SS	Security Staff
04	CCS	Coordination Control Staff
05	PS	Publication Staff
06		
07		
08		
09		
10	MSD	Military Scientific Division
20	GID	Geographic Industrial Division
30	TISD	Technical Intelligence Division
40	DMD	Data Management Division
50		
60		
70	DCI	Director, Central Intelligence
71	DDCI	Deputy Director, Central Intelligence
72	SA/PD/DCI	Special Assistant to the Director for Planning and Development
73		
74		
75	DD/I	Deputy Director (Intelligence)

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Number		Requesting Component
76	ORR/E	Office of Research and Reports, Economic Area
77	ORR/G	Office of Research and Reports, Geographic Area
78	OSI	Office of Scientific Intelligence
79	OCI	Office of Current Intelligence
80	OCR	Office of Central Reference
81	ONE	Office of National Estimates
82	OBI	Office of Basic Intelligence
83	OO	Office of Operations
84		
85	DD/P	Deputy Director (Plans)
86	DPD/DD/P	Development Planning Division
87		
88	DD/S	Deputy Director (Support)
89	JAEIC	Joint Atomic Energy Intelligence Committee
90	GMIC	Guided Missile Intelligence Committee
91	NSA	National Security Agency
92	AEC	Atomic Energy Commission
93	ACIC	Air Chart and Information Center
94	State Dept.	Department of State
95		
96	Army	
97	Navy	
98	Marines	
99	Air Force	

APPENDIX C

CATEGORIES OF WORK ACCOMPLISHED

Number	Work Categories

ADMINISTRATION

Number	Work Categories
000	Preparation, Coordination, Implementation of Policy
010	Personnel Supervision
020	Staff Meetings
030	Nonsubstantive briefings and Consultations
040	Personnel Administration and Career Service Support
050	Personnel Actions and Fitness Reports
060	Budget and Finance - Time and Attendance
070	Logistical Support
080	Records Maintenance and Management
090	Typing and Other Clerical Support

LEAVE AND TRAINING

Number	Work Categories
100	Annual Leave
110	Sick Leave
120	Military Leave
130	Administrative Leave
140	Compensatory Leave
150	Training Presentation
160	Training Receiving
170	Training Material and Lecture Preparation
180	Training Administration
190	Plant Tours and Associated Travel

SECURITY

Number	Work Categories
200	Internal Physical Security Inspection
210	Internal Security Violation Investigation
220	Personnel Clearances
230	Personnel Escort and Control
240	Safety, Evacuation Implementation and Control
250	External Physical Security Inspection
260	External Security Violation Investigation
270	External Briefings and Debriefings
280	External Clearances
290	Secured from Work due to Noncleared Personnel in Work Area

S-E-C-R-E-T

GRAPHICAL ANALYSIS

600	Configuration Analysis
610	Perspective Rendering
620	Line Drawings
630	Map Construction
640	General Graphics
650	Briefing Boards
660	Mosaic Laying
670	Modeling
680	Vari-typer, Justowriter, Headliner, IBM Executive Operation
690	Report Composition (Final Plate Layout)

(Part of Appendix C, TAB A, "Proposal for the Establishment of an Automated Time and Work Reporting System.")

S-E-C-R-E-T

REQUIREMENTS, COORDINATION, AND LIAISON

300	Substantive Requirements Preparation
310	Requirement Evaluation and Project Assignment
320	Joint Project Coordination
330	Project Status Report Preparation
340	Photography Sanitization
350	Report Sanitization
360	
370	Operations Liaison and Support with DPD/DD/P
380	Operations Liaison and Support, General
390	Travel

PHOTOGRAPHIC ANALYSIS AND REPORTING

400	Film Handling (Film Cutting, Editing, Respooling, etc.)
410	Film Plotting
420	Mission Technical Analysis (Film Evaluation, ELINT Plots, Profiles, etc.)
430	Photographic Scanning
440	Photographic Analysis
450	Photo Collateral Correlation
460	Substantive Briefings, Coordination and Consultation
470	Report Planning and Writing
480	Substantive Intelligence and Records Maintenance
490	Editing

TECHNICAL PHOTOGRAPHIC SERVICES

500	Equipment Research and Development
510	Technical Research and Analysis
520	Mathematical Analysis
530	Photogrammetric Analysis
540	Measurements
550	Instrument Operation
560	Instrument Maintenance
570	Computer Programming
580	Computer Application and Operation
590	

INFORMATION RESEARCH AND COLLECTION

700	Photographic Research and Collection
710	Textual Collateral Research and Collection
720	Map and Graphics Research and Collection
730	Map and Collateral Material Preparation Support
740	Intelligence Material Control
750	
760	Reading Panel
770	Listings and Summary Compilations
780	Intelligence Material Coding and Classification
790	

DATA MANAGEMENT AND SERVICES

800	Minicard Programming
810	Minicard Operation
820	IBM Programming
830	IBM Operation
840	Maintenance Information Control Service
850	Maintenance Film Library
860	Maintenance Report Library
870	Shipping and Receiving
880	Courier Service
890	Maintenance Disaster File

REPRODUCTION SUPPORT

900	Copy Camera
910	Rectification, Paper
911	Rectification, Film
920	Continuous Printing and Processing, Paper
921	Continuous Printing and Processing, Film
930	Preparation Materials for Printing
940	Contact Printing and Processing, Paper
941	Contact Printing and Processing, Film
950	Projection Printing and Processing, Paper
951	Projection Printing and Processing, Film
960	Offset Printing
970	Diazo Reproduction, Paper
971	Diazo Reproduction, Foil
980	Photostat Reproduction
981	Xerox Camera
990	Production Control
991	Assembly and Binding
992	Lamination, Dry Mounting